Graduate Mentoring

PRACTICAL INFORMATION FOR BSGP MENTORS
Who We Are

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Nancy Kanagy, PhD, Director, BSGP
Corey Ford, Director, MD/PhD Program
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BREP Office Functions

Recruitment, admissions, orientation, and support for BSGP and other BREP programs

Provide support and information for students & mentors

Interface with OGS and other UNM departments regarding Student Affairs and related issues
  ° Scheduling, Registration, OGS, Assistantships, Payroll, etc.
BSGP Goal

“To provide an interdisciplinary training experience in the biomedical sciences through coursework, research experiences, collegial interactions and engagement with the culture of independent learning through research.”

BSGP Handbook provides guidance!
Degree Programs

**PhD - Biomedical Sciences**
- 48 Credit Hours + 18 Dissertation Hours

**MS - Biomedical Sciences**
- 24 Credit Hours + 6 Thesis Hours

**MD/PhD Program**

Certificate in University Science Teaching (**CUST**)  
Certificate in Clinical/Translational Research (**CCTS**) & Master of Science in Clinical Research (**MSCR**)  
- Specialized program for Clinical/Translational Science
Current Student Population

95 Total Students (Including 2018)

- 5 MS / 79 PhD / 11 MD/PhD
- 54 (56.8%) Female
- 24 (25.3%) Minority
- 21 (22.1%) Foreign
- 50 (52.6%) Domestic In-State
- 24 (25.3%) Domestic Out-of-State

- 2018 Cohort
- 3 MS / 15 PhD / 1 MD/PhD
- 2 Advanced transfers
Student Destinations

Class Size & Destination

- Undifferentiated
- SoE
- PATH
- Neuro
- MGM
- IM
- LRRI
- COP
- COP
- CBP
- BMB
Student Destinations/Year

# Students/Department/Year (2009-2016)
Mentoring Goals

- Be accessible
- Be consistent and fair
- Maintain confidentiality

“I’d like to mentor you. We can start by you getting me some coffee.”
Effective Mentoring

Effective Mentors are:
◦ Good listeners
◦ Advisors for education, research and career development

Effective Mentors are not:
◦ Parental figures
◦ Therapists/Counselors

Establish and communicate appropriate boundaries
Align Mentoring Expectations

- Frequency of meetings
- Support provided by the mentor
- Responsibilities of the mentee
- Plan to transition to independence---
  - Ownership and use of data, ideas
- Expectations for publications---
  - Abstracts, manuscripts, patents, etc.
- Who tracks leave (15 days annual leave + holidays, 15 days of sick leave, long-term leave governed by FMLA)
Expectation of Mentors

- Be available and approachable
- Advise on professional development, academic progress and ethical conduct
- Guide the development of research project(s)
- Expose to research methods and skills to foster growth into an independent and capable scholar
- Establish a work environment that supports professional development, research efforts and safety
- Enhance understanding of ethical research and model ethical behavior
- Acknowledge and provide constructive (frequent) feedback on student’s contributions and progress
- Establish requirements for grades and post them on time
Support Costs: 2018-2019

Stipend: $25,000/year pre-Comprehensive Exam
  ◦ $26,500/year post-Comprehensive Exam

Tuition & Mandatory Fees: $5,214.60/year
  ◦ Fall: $2,085.84 (6 hours minimum)
  ◦ Spring: $2,085.84 (6 hours minimum)
  ◦ Summer: $1,042.92 (3 hours minimum if enrolled)
  ◦ Rate/Hour (Graduate, Resident): $277.82 (Tuition) + $69.82 (Mandatory Fees) = $347.64
  ◦ BREP recommends budgeting for 9 hours Fall/Spring and 6 hours Summer so contracts may be written annually rather than needing updates for possible term-by-term variations.

Student Fees: $312/year
  ◦ GPSA ($25), HSC Library Fee ($130), HSC Student Council Fee ($1) each Fall and Spring

Insurance: $2,032.80/year

Total: $32,559.40/year (pre-Comprehensive Exam)
  ◦ $34,059.40/year (post-Comprehensive Exam)
Mentee Goals

Develop articulate career vision, mission, and strategic goals:

- What’s next? Why?
- Other options? Some you might wish to consider.
- What do you envision doing 10 or 20 years from now?
- How might a certain career path influence your long-term “life” plans, positively or negatively?

Help your Mentee meet their annual mileposts:

- COS Meetings
- Presentations and Exams
- Coursework
- Graduation Requirements
Mentee Strengths and Potential Challenges

Discuss the Mentee’s Strengths and Potential Challenges to Successful Goal Achievement

- Scientific and technical
- Communication, written and oral, presenting posters and short talks, writing a CV, networking
- Leadership—opportunities at UNM and outside
- Management—time and resources
- Mentoring—junior lab members, junior BSGP students, summer students
Mentee Progress

Establish action items for annual and shorter term mileposts

◦ Coursework, conference abstracts, grant proposals, lab reports, etc.

Establish reasonable timelines for completion

Establish metrics for success

◦ Submission of an abstract or manuscript, grant preparation, etc.
BSGP Mileposts – Year 1

Complete Core Curriculum
  ◦ 26 Credit Hours

Rotation Agreement and Evaluation Forms
  ◦ 3 for PhD and 2 for MS

Qualifying Exam (PhD Only-May)
  ◦ MS Students may take QE and petition to advance to PhD

Sign Mentor Agreement Form (March)

Annual Activities and Accomplishments Report (June)
BSGP Mileposts – Year 2

Appoint Committee on Studies (December)
- At least three members, one from another department
- Chair must be graduate faculty

Committee on Studies Meeting Report
- COS meet at least every 6 months

Prepare for Comprehensive Exam (spring of 3rd year)

Complete Responsible Conduct of Research (BIOM 555)

*Advise students on coursework based on research and educational goals
BSGP Mileposts – Year 3

Comprehensive Examination due Spring of Year 3

- Dissertation Proposal (7 pages)
- Announcement of Comprehensive Exam and Exam Flyer –
  - At least 2 weeks prior to Exam (on-line form)
- Report of Exam – COS sign on-line
  - Sign on-line within one week of exam (on-line form)
- Appoint Dissertation Committee (download paper form)
- Application for Candidacy (PhD)/Program of Studies (MS)
  - Download form and meet with BREP staff prior to completing and reviewing with COS for approval
BSGP Mileposts – Year 4-5

Document student’s progress and goals

Hold regular Committee meetings (and Report) with all members present at least every 6 months!

Prepare for Dissertation Defense
Final Year

Announcement of Exam and Exam Flyer – Dissertation Defense
  ◦ At least 4 weeks prior to Exam (on-line form)

Report of Exam – Dissertation Defense*
  ◦ Sign on-line within one week of exam (on-line form)

Report on Thesis/Dissertation Forms*
  ◦ All Manuscript Readers complete, sign, and return to COS Chair
  ◦ Confidential, turn into BSGP Office directly

Dissertation Manuscript*
  ◦ Upload electronic copy to UNM digital repository

*Due November 15, April 15, or July 15 of Graduating Semester
Every Year!!

Mentees should:

- Register for at least half-time
  - 6 hours Fall and Spring (required)
  - 3 hours Summer (enrollment is optional but if enrolled, must be for at least 3 hours)
- Meet with their COS (and turn in Committee Reports) at least every 6 months
- Present, oral or poster, at one or more of the following: Departmental Seminar, Research Day, or scientific meeting
- Turn in an Annual Activities Report in June
- Update their CV and/or NIH Biosketch
Communication:
When things go wrong

◦ Self reflection
◦ Listen to mentee about concerns
◦ Evaluate conflicting demands and priorities
◦ Give constructive criticism and help student realize its value
◦ Differences in life/work balance---
  ◦ Be open to new models
◦ Appreciate potential culture and gender differences---
  ◦ Set clearly communicated expectations and don’t be afraid to engage in discussions on differences
◦ Not following your advice? Check on communication
◦ Grades matter
Thank You!

*Your role as a Mentor is a vital key to the continued success of our students and the BSGP!*

**Questions and Discussion:**
- What best practices can you share?
- What questions do you have?
- How can we improve the program or function of the BGSP Office?
Resources

BSGP Handbook
- BSGP Handbook provides guidance!

BSGP Resources: forms, curriculum outline, Handbook
- https://hsc.unm.edu/research/brep/graduate/bsgp/resources.html
- Most downloadable forms may be scanned and emailed to BREP

BSGP Homepage: admissions, mileposts
- https://hsc.unm.edu/research/brep/graduate/bsgp/index.html

BREP Homepage: information on all BREP programs
- https://hsc.unm.edu/research/brep/

FastInfo #2380: How do UNM Faculty and Advisors use LoboWeb?
- https://unm.custhelp.com/app/answers/detail/a_id/2380